

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1373

S: 25 April 2014

ARNG-HCM

26 March 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Announcement for the Senior Equal Opportunity Advisor, National Guard Bureau Joint Staff, NG-J1-EO, Arlington, VA.

1. References:

- a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.
 - b. ARNG-HRH Memorandum, Subject: Title 10 Active Guard Reserve Life Cycle Management Strategy and Plan, dated 7 September 2012.
- 2.** The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Senior Equal Opportunity Advisor, National Guard Bureau Joint Staff, NG-J1-EO, Arlington, VA.
- 3.** Eligibility. Current Title 32 (T32) Active Guard Reserve (AGR), Current Title 10 (T10) AGR, and Traditional status NCOs in the grade of E-9.
- 4.** The selected NCO will be processed the following way depending on their current duty status.
- a. T32 AGR NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.
 - b. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.
 - c. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.
- 5.** Brief Duty Description. Provides guidance to CNGB, the ARNG and ANG, the Defense Equal Opportunity Management Institute (DEOMI), and state officials on Equal Opportunity (EO) and implications of actions within their policy domain. Coordinates with the Office of Diversity Management and Equal Opportunity (ODMEO), other DoD agencies, and EO offices, as needed, on policy and training requirements to ensure the interest of the National Guard is represented. Responsible for the development of strategic plans and the dissemination of EO information to State Equal Employment

ARNG-HCM

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Managers, Human Relations / EO Officers, and EO Advisors in the 54 States and Territories. Responsible for updating the Data Warehouse EO Statistical Program in collaboration with ARNG G6. Approves student attendance at DEOMI; coordinates selection of, funding for, and training of service specific adjunct instructors in support of the Equal Opportunity Advisor Reserve Component Course (EOARCC) at DEOMI. Plans, develops, coordinates, and presents EO training at conferences, workshops, and DEOMI. Collaborates on course design to meet EOA training requirements.

6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: Sergeant Major/E-9 (Para 921 / Ln 03)
- c. MOS: Immaterial, 00F6Q
- d. Military Education: Graduate, Sergeants Major Academy (USASMA) required. Graduate, Defense Equal Opportunity Management Institute Equal Opportunity Advisor Course required.
- e. Civilian Education: Associate's degree recommended
- f. Experience: Requires both 24-months Time In Grade serving in a SGM/CSM position and 24 months experience in Equal Opportunity. Recommended: Experience developing lesson plans and distance learning courseware. Ability to operate in a Joint environment.
- g. Security Clearance: Must possess a Secret at time of application.
- h. 8 months or less remaining on approved High School Stabilization (T10 only).
- i. 18 months or more time on station (T10 only).
- j. This is a high visibility position where excellence is the norm and requires each nominee to have documented history of sustained superior performance and display the following characteristics: possess exemplary administrative and communication skills, both oral and written. Be a consummate team player, while working with senior level personnel (military and civilian) across services and components. Display the highest standard of military appearance and bearing.

7. Application.

- a. T10 AGR NCO – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1,

ARNG-HCM

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last 3 NCOERs, latest PME 1059, and verification memo for your security clearance. Once the 4187 is completed with all signatures you can mail the packet to the address in 7b or email the completed packet to your Assignment NCO.

b. T32 AGR/M-Day NCO – application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or emailed to the POC listed below in 9b. All packets must be in accordance with the enclosed application process and be received no later than 25 April 2014.

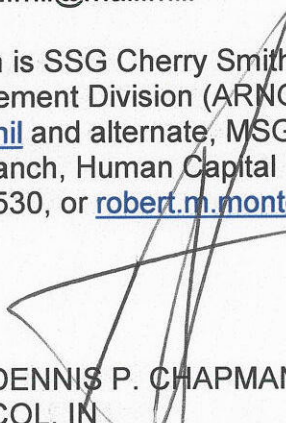
c. Applications received with postage funded by the US Government for “personal” mail will be destroyed. Applications received with (TAG, MILPO, etc) endorsements are authorized US Government funded postage. Use of Government funded overnight or express mail is not authorized.

d. This announcement will close at 1700 EST on 25 April 2014. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for position information is SGM Tina Montgomery, Senior Equal Opportunity Advisor, National Guard Bureau Joint Staff, NG-J1-EO, DSN 327-0783 / 703-607-0783 or e-mail address: tina.m.montgomery2.mil@mail.mil.

9. The point of contact for packet submission is SSG Cherry Smith, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN 329-7534, 703-601-7534, or cherry.d.smith2.mil@mail.mil and alternate, MSG Robert Montgomery, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7530, 703-601-7530, or robert.m.montgomery24.mil@mail.mil.

Encl


DENNIS P. CHAPMAN
COL, IN
Chief, Human Capital Management Division

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